



WEARE POLICE DEPARTMENT

FULL-TIME ADMINISTRATIVE SECRETARY



Position Described

The Weare, New Hampshire Police Department, a CALEA Nationally Accredited police department, is seeking qualified community oriented applicants for the position of **FULL-TIME ADMINISTRATIVE SECRETARY**. The applicant selected to serve as Full-Time Administrative Secretary will provide confidential administrative support for the delivery of law enforcement and community-oriented services to this geographically significant rural residential community of 9,000 year 'round and 14,000 summer residents.

The duties and responsibilities of the Administrative Secretary include, but are not limited to: telephone, radio and written communications; use Microsoft Office and IMC Police Report Management Software; receiving visitors to the Weare Police Department; conducting research/analysis; manage accounts payable/receivable; data entry; filing and records retention; purchasing and other office management related tasks as directed.

APPLY NOW!

Send a letter of interest, professional resume and Town of Weare Employment Application

(<http://www.weare.nh.gov/town-administrator/pages/job-opportunities>) to Lt. Frank Hebert by e-mail to frank.hebert@wearepolice.com, by fax to 603-529-0606 or by USPS to Weare Police Department, 144 North Stark Highway, Weare, New Hampshire 03281. **APPLICATION DEADLINE NOVEMBER 11, 2015.**

Minimum Requirements

- " Applicants must be US Citizen;
- " Applicants must be 18 years old by the anticipated date of appointment;
- " Applicants must be a high school graduate or hold a GED;
- " Demonstrable proficiency with Microsoft Office or similar office management software; and,
- " Fluent in the use of the English language in written and oral communications

Preferred Qualifications

- " Extensive police / confidential secretarial service;
- " Mastery of IMC Report Management Software;
- " Mastery of Microsoft Office software products;
- " Bachelor Degree from an accredited college or university; and/or,
- " Prior military service.



THE WEARE POLICE DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER

